



MINUTES - APPROVED

Public Records Board - Operations and Training Advisory Committee

Tuesday, July 28, 2020 – 10:00 am
Virtual Meeting via Skype

Committee Members Present: Andrew Baraniak, Kyle Hofstetter, Julie Laundrie, and Rebecca Robbennolt

Committee Members Excused: Brittany Keleher

- 1. Call to Order:** 10:01 AM. Julie Laundrie, Committee Chair, called the meeting to order and had everyone introduce themselves.
- 2. Approval of February 18, 2020, Minutes:** Minutes were approved as submitted. The motion was made by Kyle Hofstetter and seconded by Andrew Baraniak. All approved.
- 3. PRB Training Documents – Informational Sheets:** The revisions discussed in February were made and the drafts distributed to committee members prior to the meeting. Each informational sheet was reviewed. There were a few minor revisions suggested on each document. The drafts will be updated and ready for final review at the October 20, 2020 meeting.

Prior to the October meeting the corresponding PowerPoint presentations will be updated using comments submitted earlier this year and the revisions made to the informational sheets and will be ready for the Committee to review.

Once the informational sheets and power point presentations have been revised the Committee will forward them to the Board with their recommendation for review and approval.

- 4. Adjourn:** The meeting was adjourned at 11:17.